

SubChapter 2: Vendorization**Article 3: Vendor Numbers and Service Codes****Section 54342—Types of Services**

- (a) The following service codes shall be assigned to the following types of services:
- (88) Self-Directed Services. For purposes of assigning category codes and service codes for self-directed services pursuant to Welfare and Institutions Code Section 4865.7 the following shall apply:

(A) **Community Living – Category Code 1000000.**

1. Financial Management Services—Service Code 1000001. An FMS assists the participant in performing a number of employer-related tasks. The FMS must maintain a Fiduciary Bond and/or a Performance Bond in a reasonable amount as determined by the regional center. The FMS must be an IRS approved fiscal/employer agent. The services that an FMS vendor may provide include:
 - a. Provides financial reporting and upon participant or participant's FMS approval, generates and distributes IRS Form W-2s and/or Form 1099s, as applicable.
 - b. Upon participant or participant's FMS approval, provides applicable benefits administration and assists with claims related to workers' compensation and state unemployment insurance.
 - c. Appropriately determines and upon participant or participant's FMS approval withholds, files, and deposits employer taxes in accordance with IRS and Department of Labor laws and regulations.
 - d. Upon participant or participant's FMS approval, processes all judgments, garnishments, tax levies, or any related holds on an employee's funds as may be required by local, state or federal law.

- e. Prepares a monthly report for participant and the participant's FMS detailing fiscal/financial transactions that must be performed by the participant and/or the participant's FMS and that impact the participant's monthly budget.
- f. Payroll, bill payment, and record keeping.
- g. Assists participant to understand billing and documentation.
- h. Ensures services paid on behalf of participant have been included in participant's IPP and individual budget.
- i. Identifies over or under budget expenditures.